

## **POLICE CRIME SCENE SPECIALIST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Police Crime Scene Specialist exists is to collect, examine, preserve, photograph and investigate all types of crime scenes. This classification is non-supervisory and receives general supervision from the Crime Scene Specialist Supervisor.

### **ESSENTIAL FUNCTIONS**

Visually and physically examines and investigates all types of crime scenes for the recognition, collection and preservation of physical evidence such as latent fingerprints, shoeprints, and tire tracks, body fluids, hair and fibers, weapons and other materials in sometimes stressful and unpleasant environments.

Measures and diagrams crime scenes; prepares field and scale diagrams.

Prepares and utilizes various chemicals, powders, casting materials and compounds used in a forensic laboratory.

Photographs various types of crime scenes and evidence; processes for latent fingerprints using various powders; casts shoe impressions and other evidence preserving techniques as required.

Prepares detailed, well-organized crime scene reports both handwritten and by using a computer.

Conducts interviews in person and over the phone with victims, detectives, and the public to gain relevant information.

May be required to testify in court.

Stands for extended periods of time in all kinds of weather conditions while moving hands and arms above the shoulders; bends, stoops, or picks up traffic cones and other objects.

Wears a uniform and patrols the city operating a police motor vehicle.

Uses MDC, two-way radio, and computer.

Maintain regular consistent attendance and punctuality.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

City ordinances, department policies and procedures, statutes and ordinances; read maps and demonstrate knowledge of the City's geography.

Crime scene processing and photography experience.

Ability to:

Handle multiple projects simultaneously and demonstrate good judgment in prioritizing work assignments.

Operate a two-way radio utilizing clear and concise verbal communication and MDT.

Work shifts including nights, weekends, and holidays and be on call one week at a time on a rotating scheduled and overtime.

Wear a uniform.

Maintain regular consistent attendance and punctuality.  
Work with and be exposed to hazardous materials and firearms.  
Work under highly emotional conditions, which are adverse to sight, smell, and touch, especially when dealing with dead bodies and victims of violent crimes.  
Learn to use camera equipment necessary for processing crime scenes and performing laboratory processes.  
Become proficient at photographing crime scenes, victims, suspects, and evidence using black and white, color, ultraviolet and other photography.  
Remember and recall facts and details; learn interviewing techniques.  
Establish and maintain effective working relationships with co-workers, police personnel, other identification laboratories or law enforcement agencies, City personnel and the general public.  
To work in all weather conditions: bends, stoops, and lifts objects to perform job tasks; sit or stand for extended periods of time; produce clear and concise verbal and written communications; perceive the full range of the color spectrum.  
Learn and appropriately use city ordinances, department policies and procedures, statutes and ordinances; read maps and demonstrate knowledge of the City's geography.  
Move or drag up to 165 pounds, and carry up to 50 pounds without assistance; use visual and muscular dexterity to operate a motor vehicle and various crime scene tools; exercise independent judgment and recognize emergency and hazardous situations.  
Produce detailed written reports; have strong verbal communications skills and the ability to work with the public.

### **Education & Experience**

Two years of experience in crime scene processing, and/or an associates' degree in criminal justice, criminalistics, or related field. Specialized police training in crime scene processing and photography experience or training preferred. The completion of a 40-hour FBI basic fingerprint training program is desirable. Other combinations of education and training, which demonstrates the knowledge, skills and abilities required to perform the essential functions of this position may be substituted. Requires a valid Arizona drivers license with no major driving violations within the last 39 months.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified